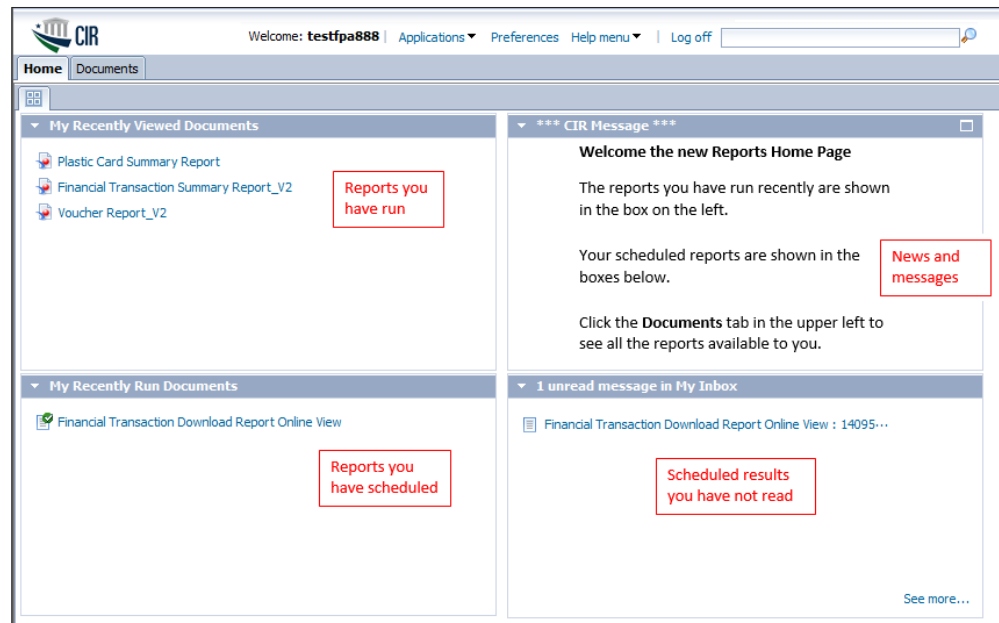


Setting User Preferences

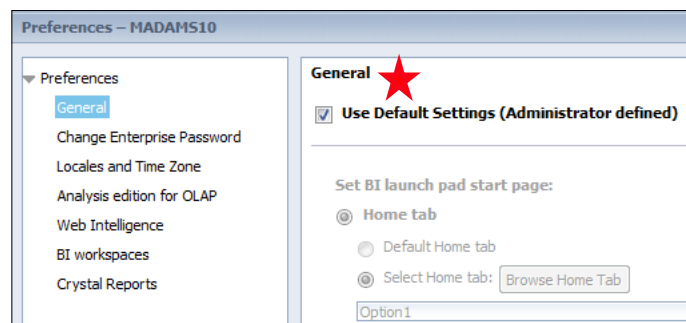
You can customize how you use CIR so that the reports, reference manuals, and other items that you use most frequently appear together. Setting your CIR User Preferences allows you to specify which folder within the reports interface to use as your starting location and also to turn on the ability to reformat standard reports.

The CIR reports software (Business Objects 4.1) offers many preferences, but only a few of them apply to your work with CIR. Be sure to refer to the user manual *Business Objects General Help* for more information about setting preferences.

1. The new CIR Reports Home Page is the default setting, and you see this page first when you click the REPORTS option from the CIR Home Page. The Reports Home Page displays quadrants of information reflecting how you use CIR.



2. Click **Preferences** in the header to see the default settings.



You can set your Preferences based on how you work with CIR.

To navigate to My Favorites first:

General

☒ Use Default Settings (Administrator defined)

Uncheck **Use Default Settings**

☒ Documents tab

☒ My Documents

☐ My Favorites

☐ My Inbox

Check **Documents tab**
My Documents
My Favorites
Then click **Save and Close**

Now when you click the **REPORTS** option on the CIR Home Page, your **My Favorites** folder will open first instead of the Reports Home Page with quadrants.

Home Documents

View New Organize Send More Actions

My Documents	Title ^
★ My Favorites	Daily Voucher Report

To navigate to a particular folder of reports first.

Preferences – MADAMS10

Preferences

General

Change Enterprise Password

Locales and Time Zone

Analysis edition for OLAP

Web Intelligence

BI workspaces

Crystal Reports

General

☐ Use Default Settings (Administrator defined)

Set BI launch pad start page:

☐ Home tab

☐ Default Home tab

☐ Select Home tab:

☒ Documents tab

☐ My Documents

☐ My Favorites

☐ Personal Categories

☐ My Inbox

☒ Folders

☐ Public Folders

★ ☒ Select Public Folder: ★

Select a Public Folder

Folders

- Public Folders
 - Agency Reports
 - ACH Reports
 - Archived Reports
 - Fedwire Reports
 - General Financial Transaction Reports
 - Plastic Card Reports
 - Reference Data Reports
 - Security Reports
 - User Documentation
 - ★ Voucher Reports ★

Now when you click the **REPORTS** option on the CIR Home Page, the subfolder of **Voucher Reports** will open first instead of the Reports Home Page with quadrants.

To be able to modify standard report formats.

Preferences

Preferences

General

Locales and Time Zone

Analysis edition for OLAP

Web Intelligence

BI workspaces

Crystal Reports

Web Intelligence

View

☒ HTML (no download required)

☐ Applet (download required)

☐ Desktop (Rich Client, Windows only, installation required)

☐ PDF

Modify (creating, editing and analyzing documents):

This is also the interface launched from the Go To list or My Applications shortcut.

☒ HTML (no download required)

☐ Applet (download required)

☐ Desktop (Rich Client, Windows only, installation required)